

**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, Sixth Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

February 21, 2020

Dear Property Owner or Agent:

The State of South Carolina is seeking office and classroom space in Charleston County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 PM, March 13, 2020**.

The agency and Real Property Services will determine which proposals best suit the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Real Property Services via e-mail at RPS@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Laws, 1976, as amended, §§ 1-11-55, 1-11-56, and 1-11-65 and S.C. Code of Regulations § 19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at: https://admin.sc.gov/real_property/policiesandprocedures.

Sincerely,
Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR
COLLEGE OF CHARLESTON**

OFFICE AND CLASSROOM SPACE IN CHARLESTON COUNTY

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services. Prior to lease negotiation, Landlord must provide a list of all partners or members where Landlord is an LLC or partnership (to include all tiers so that individuals are named).

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

LEASE CRITERIA – COLLEGE OF CHARLESTON

- Location: Charleston County – Must either be within one-mile walking distance of 66 George Street to allow students to walk, and/or ride a bike, or be on existing CARTA route.
- Expected occupancy date: Seeking space starting January 1, 2021.
- Total space needed is approximately 53,100 rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in proposal and include the common area factor (%).
- Ideal set up should include, but is not limited to:
 - Personnel Areas
 - Forty-five (45) offices of approximately 120 square feet each
 - Standard Support Areas
 - Two (2) medium suite reception lobbies for seating 6 people of approximately 100 square feet each
 - One (1) beverage alcove with 6 linear feet of cabinet with U.C. refrigerator, sink, and microwave, of approximately 24 square feet
 - One (1) break room to accommodate (15) people at a time of approximately 240 square feet
 - Two (2) LAN rooms for floor mounted racks of approximately 100 square feet each
 - Two (2) small storage rooms of approximately 120 square feet each
 - One (1) board room with seating for 20 people of approximately 600 square feet
 - Special Use Space
 - Five (5) small classrooms of approximately 800 square feet each
 - One (1) interior room with no windows to be used as a dark room, of approximately 250 square feet
 - Twelve (12) medium classrooms of approximately 1,500 square feet each
 - Two (2) large classrooms of approximately 2,400 square feet each
 - Fifteen (15) faculty labs of approximately 300 square feet each
 - One (1) study lounge of approximately 350 square feet



- Two (2) study lounges of approximately 300 square feet each
 - Three (3) study lounges of approximately 250 square feet each
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- Must have loading dock and access to freight elevator.
- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency.
- 2 reserved parking spaces are desired.
- 100 parking space for bicycles preferred.
- Parking lot must be paved and lighted.
- Exterior of building must be lighted to ensure security.
- Need ability to install security cameras and have security guard office.
- Building must be accessible 24/7 to include utilities being run day and night to include weekends.
- Must have temperature and humidity control throughout facility.
- Agency requires signage (number, placement, design) by the College to include identification and directional signage. (Signage to paid for by College)
- Prefer dock and/or kayak/paddleboard access.
- Term: Please provide proposed rates for 5, 7 or 10-year term.
- Proposals that require reimbursement of tenant improvement costs upon an early termination are not preferred and may be eliminated from consideration.
- Proposals should be for a GROSS lease to include all operating expenses, including utilities (electricity, internet, water and sewer), lighting, heating, ventilation, air conditioning, elevator service, security service, fire detection service, fire suppression, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements.
- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.

MINIMUM STATE REQUIREMENTS

- **Standard State lease must be used – a copy is available on our website at:**
<http://admin.sc.gov/facilitiesmanagementandpropertyservices/leasing/procedures-and-forms>
or can be provided upon request.
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by the Real Property Services by **4:00 PM, March 13, 2020.**



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- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.

CONTACT INFORMATION

All information and questions should be directed to Real Property Services— no direct contact can be made with College of Charleston (agency). Direct contact can be cause for automatic disqualification.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
1200 SENATE STREET, 6th Floor
COLUMBIA, SC 29201
PHONE: 803-737-0644 or 803-737-1617; FAX: 803-737-0592
EMAIL: RPS@admin.sc.gov

